

HOUSING CERTIFICATION FOR TERM EMPLOYEES

In order for Los Alamos National Laboratory (LANL) to provide housing allowance payments to me during my employment at LANL I certify that

- ☐ I am maintaining as my permanent residence, a home that is owned/leased by me that is located more than 150 miles from my primary work location, and I will continue to incur substantially all of the cost for upkeep and maintenance.
- ☐ The permanent residence is vacant or is occupied by family members that are not relocating to the new work location.
- ☐ The permanent residence is not being leased or sub-leased.
- ☐ I have established a temporary (second) residence in the immediate vicinity of the work location and I will incur additional living expenses related to maintaining the temporary residence.
- ☐ If there is any change in circumstances, including change in Appointment Type that could affect eligibility for receiving the housing allowance, I will notify the Relocation Coordinator immediately.

I understand that commuting daily from my permanent residence, regardless of where it is located, does not entitle me to payment of housing allowance or commuting expenses.

If I purchase a house at the new assignment location or sell my permanent residence, the housing allowance immediately ceases. I am required to immediately notify the Relocation Coordinator when the purchase of a home occurs. If any housing allowance overpayment occurs, I will repay it immediately.

Notification will be given to the Relocation Coordinator if I partake in sharing a leased quarter with another person receiving any form of housing/lodging/living allowance, even if the allowance or reimbursement is provided by an entity other than LANL. This notification is required to ensure that there are no double payments made by the federal government.

I fully understand failure to follow the policies noted above may result in disciplinary action up to and including termination.

Documentation Required:

Permanent Residence:

- ☐ Mortgage Statement or lease (current) and
- ☐ Utility bill with proof of payment (current)

OR, if property free of mortgage:

- ☐ Property Tax Record (most recent) and
- ☐ Utility bill with proof of payment (current)

Temporary Residence:

- ☐ **Copy of signed lease for the temporary residence (must include lease dates and amount).**

I hereby certify the information provided to be complete and correct to serve as the basis in determining eligibility for housing allowance payments to me. I understand that LANL reserves the right to ask for additional documentation at any time and I agree to provide such documentation upon request.

I acknowledge that in addition to any statutory penalties which may be imposed, I agree to reimburse LANL for any housing allowance payments made to me as a result of any false statement willfully and knowingly made herein. I will also reimburse LANL for any payments made to me for which I am not eligible.

Signature _____ Z Number _____ Date _____

Housing Allowance Approved: HR Representative: _____ Date: _____

Send completed form and documentation to the Relocation Coordinator at Relocation@lanl.gov. Relocation Coordinator will obtain HR representative approval. For questions, please call (505)665-4484 or email Relocation@lanl.gov.